



OLDHAM COUNTY BOARD OF EDUCATION
6165 W. HIGHWAY 146
CRESTWOOD, KENTUCKY 40014

REQUEST FOR PROPOSALS
FOR
STUDENT AND SCHOOL GROUP PHOTOGRAPHS

DUE DATE: 4:00 p.m. EDT March 15, 2024

IN THE OFFICES OF:

Oldham County Board of Education
6165 W. Highway 146
Crestwood, KY 40014
502-241-3500
ATTN: Jane Easton



OLDHAM COUNTY BOARD OF EDUCATION

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CRESTWOOD, KENTUCKY 40014

STUDENT AND SCHOOL GROUP PHOTOGRAPHS

The Oldham County Board of Education invites you to submit a proposal for Underclassmen and School Group Photographs for the 2024/2025 School Year.

CONDITIONS

A. **Due Date**

- Proposals will be received in the offices of the Oldham County Board of Education, 6165 W. Highway 146, Crestwood, Kentucky 40014 **until 4:00 p.m. EDT** on March 15, 2024. All proposals must be received by the due date, and none will be considered thereafter.
- No immediate decision shall be rendered concerning the proposals submitted.

B. **Awarding the Contract**

- No proposal may be withdrawn for a period of sixty (60) days after scheduled closing time.
- After the proposals have been evaluated, agents or company representatives may be interviewed by the Superintendent or designee concerning their proposals.
- The selection process will be based on the “lowest and/or best proposal” basis. Past performance of proposers and overall quality of work will be an important factor as well in determining the best proposal.
- The Board will give formal approval to the selected proposal at the next regularly scheduled Board meeting (April 22, 2024) and reserves the right to accept or reject any and all proposals. Upon approval by the Board, the successful proposer will enter into a formal contract under the conditions outlined in this document.

C. **Specifications**

General specifications are attached.

- This contract will be for the **2024-2025** school year, with the option to renew under the same terms and conditions, prior to the new school year for two additional years, provided such renewal is mutually agreeable to both parties. The contract concerning renewal shall be reached the month prior to expiration date of June 30, 20XX.
- Price will be a major consideration in awarding the contract. However, the Board is interested in securing High Quality photographs. Consequently, each proposal and all samples provided will be evaluated thoroughly for overall quality. Deviation from specifications, or from the competitive range of credible proposals, will be considered negative factors. The successful proposer must be willing to make at least one package available to students consisting of the following: (1) 8 x 10”, (2) 5” x 7”, and (8) full wallet size. The successful proposer is also required to submit their proposed student sales price listing for review/approval of the Board, to ensure compliance with proposed pricing, **before** it is introduced to the school and students. The successful proposer must Pre-schedule with School approval the dates and times of the work as not to interrupt instruction of students. **All photography is to be completed by OCT 31, 2024 or date mutually agreed upon.**
- All proposers shall submit along with their proposal a listing of at least three KENTUCKY schools for which they have provided similar services, each with a school reference contact and telephone number.

D. **Underclassmen Photographs**

- Photographs will be taken at the school during the regular school day as pre-approved by the school. The finished photographs must be returned by homeroom or in such other order as designated by the school. The School will provide homeroom or other appropriate listing of underclassmen to photographers. All staff members will pay the same price as students.
- Proposers must submit sample photographs with their bid identical to the ones to be received by the students.
- “Underclassmen Photographs” shall be taken for Preschool students through 11th-grade students.

E. **Senior Photographs**

- The Photographer will take photographs of incoming seniors during school registration that will be used solely for the student information system maintained by the district. The proposal does not include “formal senior portraits”.

F. The Photographer will provide retake pictures for students who were absent on picture day or whose picture is unacceptable on a pre-approved schedule with the school.

Photographer will electronically provide a listing of students photographed by SSID number to the Department of Pupil Personnel and the School Nutrition Department in a high resolution acceptable to each department for their use in electronic student recordkeeping. No Social Security Numbers of Students should be evident. All information on students must be kept confidential.

G. Proposers will base their proposals on providing the finished product to the school for student sales. Sales via proofs will be acceptable at the discretion of individual schools.

- There are approximately 12,200 students in Grades P-11, and 900 students in the 12th grade.

Proposals must be submitted in sealed envelopes, plainly marked on the outside:

“STUDENT AND SCHOOL GROUP PHOTOGRAPHS PROPOSAL 24/25”

- An assessment fee (TBD) per school is to be absorbed by the successful proposer for each day delay in delivery of both student and class photographs. Delivery date is no later than 60 days after students are photographed.
- The successful proposer shall furnish to each school principal, one week before use, a copy of any printed materials that will accompany photographs received by students.
- The successful proposer will supply, at no additional charge, a High Resolution Digital File of pictures of each student photographed for use in the school yearbook and student cumulative folder, according to the required school deadlines.
- Each School will receive a fee (based on proposal) for each person photographed. This charge will be deducted at the school prior to payment to the vendor. The school will provide the photographer a roster of students to be photographed. The photographer will be responsible for providing arrangements for individual student information.
- Each school will select the photographic package it wishes to offer to its students at the price indicated including all charges and tax.
- School Group Photographs include elementary classes, clubs, intramural and interscholastic athletic teams, and exclude senior activities.
- Each 8”x10” group photograph will include accurate identification of the activity, the sponsor or teacher, the year, and the school.
- The school will receive a fee (based on Proposal) for each group photo sold.
- The student will be furnished with the finished product for his or her consideration of purchase.
- The Middle and High Schools retain the right to exclude interscholastic athletic teams from the Group Photo agreement.



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FORM OF PROPOSAL

Proposals must be submitted on this form, or an exact reproduction, or will not be considered.

Proposers are to base their bids on four (4) sheets of 8" x 10" paper for the underclassmen component. Each School will develop a package(s) consisting of various sizes (e.g., 8" x 10", 5" x 7", 3" x 5", wallet size).

All Proposers must submit a price on items A through G below for later review to ensure consistent vendor pricing.

Components	Maximum Total Price Charged to Student
Underclassmen Photographs	
(4 sheets 8" x 10")	\$ _____
8" x 10" group photograph	\$ _____
Total Price to Student	\$ _____
A. (1) 8" x 10"	\$ _____
B. (2) 5" x 7"	\$ _____
C. (8) Full Wallet Size	\$ _____
D. (1) 20" x 24"	\$ _____
E. (1) 11" x 14"	\$ _____
F. (1) 16" x 20"	\$ _____
G. (2) 4" x 5"	\$ _____

BIDDER: _____
Name of Company

Company Address

Telephone

Legal Representative's Signature

DATE: _____